

West Virginia State Tax Department

What's New with MyTaxes?

The West Virginia State Tax Department is excited to announce that on December 19, 2016, a new and improved MyTaxes site will be available. The enhancements are in an effort to improve your interaction with the Tax Department by making the site more aesthetically pleasing and easier to use, including the addition of mobile friendly functions.

The enhancements to MyTaxes also mean that there are changes to how you use the site. In an effort to ensure the recent enhancements and updates do not delay you in meeting your tax obligations, the following information is being provided to assist you in performing basic MyTaxes functions, such as filing returns and payments.

Filing A Return

After successfully logging in to use the MyTaxes site, you will see the Home screen. The home screen will resemble the following image:

West Virginia State Tax Department

Menu Home FAQ Help Profile Settings Last logon 08-Aug-2017

LIMITED LIABILITY COMPANY
90-1075900
FAKE CUSTOMER
Balance: \$0.00

ALERTS
There are 2 unread notices

I WANT TO
[Send a notice](#)
[Manage bank account information](#)
[Access additional accounts](#)
[Submit 1099](#)
[Submit W2](#)

ACCOUNTS **ACTIVITY CENTER** **NAMES AND ADDRESSES** **ACCOUNT SETTINGS**

MY ACCOUNTS Available Accounts

Business Registration Tax	2335-2668	FAKE COMPANY DOING BUSINESS AS NAME	\$0.00
Combined Sales & Use Tax	2335-3043	FAKE COMPANY DOING BUSINESS AS NAME	\$0.00
Pass Through Entity Tax	2335-3044	FAKE COMPANY DOING BUSINESS AS NAME	\$0.00
Withholding Tax	2335-3045	FAKE COMPANY DOING BUSINESS AS NAME	\$0.00

Tax Information and Assistance: (304) 558-3333 or (800) 982-8297
Department of Revenue | Tax Department | State Website | Return Due Dates
State of West Virginia | © 2015 All rights reserved

Notice the new ACTIVITY CENTER tab? Visit this section to access your requests, letters and notices.

West Virginia State Tax Department

1. Select the tax account from the MY ACCOUNTS list:

ACCOUNTS	ACTIVITY CENTER	NAMES AND ADDRESSES	ACCOUNT SETTINGS
MY ACCOUNTS Available Accounts			
Business Registration Tax 2335-266		FAKE COMPANY DOING BUSINESS AS NAME	\$0.00
Combined Sales & Use Tax 2335-3043		FAKE COMPANY DOING BUSINESS AS NAME	\$0.00
Pass Through Entity Tax 2335-3044		FAKE COMPANY DOING BUSINESS AS NAME	\$0.00
Withholding Tax 2335-3045		FAKE COMPANY DOING BUSINESS AS NAME	\$0.00

After selecting the account, you will be on the account screen:

West Virginia State Tax Department

Menu

Home » Account: 2335-3043

Log Off

FAQ

Help

ACCOUNT Settings

Combined Sales & Use Tax
2335-3043
FAKE COMPANY DOING BUSINESS AS NAME
Balance: \$0.00

ACCOUNT ALERTS

Return needs to be filed for 31-Jul-2016
 Return needs to be filed for 31-Aug-2016
 Return needs to be filed for 30-Sep-2016
 Return needs to be filed for 31-Oct-2016
 There are 9 more alerts

I WANT TO

[Send a notice](#)
[Make a payment](#)

LAST 12 PERIODS ALL PERIODS ACTIVITY CENTER NAMES AND ADDRESSES LOGONS

LAST 12 PERIODS More...

31-Aug-2017	\$0.00
31-Jul-2017	\$0.00
30-Jun-2017	\$0.00
31-May-2017	\$0.00
30-Apr-2017	\$0.00
31-Mar-2017	\$0.00
28-Feb-2017	\$0.00
31-Jan-2017	\$0.00
31-Dec-2016	\$0.00
30-Nov-2016	\$0.00
31-Oct-2016	\$0.00
30-Sep-2016	\$0.00
2 more periods need attention	

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Notice the new ALERTS section? The ALERTS section will provide you with important information such as a return that may need to be filed, an unfulfilled required payment and new/unread letters and notices that are available for your review.

West Virginia State Tax Department

2. Select the period end from the PERIODS list:

LAST 12 PERIODS		ACTIVITY CENTER	NAMES AND ADDRESSES	LOGONS
PERIODS				
31-Aug-2017	\$0.00			
31-Jul-2017	\$0.00			
30-Jun-2017	\$0.00			
31-May-2017	\$0.00			
30-Apr-2017	\$0.00			
31-Mar-2017	\$0.00			
28-Feb-2017	\$0.00			
31-Jan-2017	\$0.00			
31-Dec-2016	\$0.00			
30-Nov-2016	\$0.00			
31-Oct-2016	\$0.00			
30-Sep-2016	\$0.00			

3. Select File or amend a return, from the I WANT TO section of the screen:

west virginia

West Virginia State
Tax Department

Menu Home » Account 2335-3043 » 31-Dec-2016 Log Off

FAQ Help

PERIOD

31-Dec-2016
Combined Sales & Use Tax
2335-3043
FAKE COMPANY DOING BUSINESS AS NAME
Balance: \$0.00

PERIOD ALERTS

Return needs to be filed for 31-Dec-2016

I WANT TO

[File or amend a return](#)
[Make a payment](#)

SUMMARY

There has been no financial activity

PERIOD ACTIVITY

There has been no activity

Enter return information and submit, using your password to 'sign' the return and complete the request.

Does your return information result in a balance due? If so, select the PROCEED TO PAY option, available on the filed return confirmation screen, to initiate a payment to accompany the return.

CONFIRMATION

Your **Combined Sales and Use Return** request for filing period **Dec 31, 2016** has been submitted on **Aug 08, 2017**.

Your confirmation number is **0-165-085-440**.

This return has a **balance due of \$300.00**. To make a payment to accompany this request please click the **Proceed to Pay** button.

Should you have any questions, please contact us via e-mail at TaxMyTaxes@wv.gov or by calling the Taxpayer Services Division at (304) 558-3333 or toll free (800) 962-8297.

[Proceed to Pay](#)

[Print View](#)

West Virginia State Tax Department

Make a Payment

There are several options available for submitting a payment without a return (either a return is not needed or perhaps you didn't use the Proceed to Pay option after filing a return):

After successfully logging in to use the MyTaxes site, you will see the Home screen. The home screen will resemble the following image:

The screenshot shows the West Virginia State Tax Department MyTaxes Home screen. The header includes the West Virginia logo, the department name, and navigation links for Menu, Home, FAQ, and Help. A 'Log Off' button is in the top right. Below the header, there's a 'Profile Settings' button and a 'Last logon 08-Aug-2017' timestamp. The main content area is divided into three sections: 'LIMITED LIABILITY COMPANY' (showing ID 90-1075900, FAKE CUSTOMER, and Balance: \$0.00), 'ALERTS' (indicating 2 unread notices), and 'I WANT TO' (with links for Send a notice, Manage bank account information, Access additional accounts, Submit 1099, and Submit W2). Below these is a tabbed interface with 'ACCOUNTS', 'ACTIVITY CENTER' (circled in red), 'NAMES AND ADDRESSES', and 'ACCOUNT SETTINGS'. The 'ACTIVITY CENTER' tab is active, showing a table of 'MY ACCOUNTS' with columns for tax type, ID, name, and amount. The table lists four accounts: Business Registration Tax, Combined Sales & Use Tax, Pass Through Entity Tax, and Withholding Tax, all with IDs 2335-2668, 2335-3043, 2335-3044, and 2335-3045 respectively, and all showing a balance of \$0.00. The footer contains contact information and a copyright notice.

MY ACCOUNTS				Available Accounts
Business Registration Tax	2335-2668	FAKE COMPANY DOING BUSINESS AS NAME		\$0.00
Combined Sales & Use Tax	2335-3043	FAKE COMPANY DOING BUSINESS AS NAME		\$0.00
Pass Through Entity Tax	2335-3044	FAKE COMPANY DOING BUSINESS AS NAME		\$0.00
Withholding Tax	2335-3045	FAKE COMPANY DOING BUSINESS AS NAME		\$0.00

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Notice the new ACTIVITY CENTER tab? Visit this section to access your requests, letters and notices.

West Virginia State Tax Department

1. Select the tax account from the MY ACCOUNTS list:

ACCOUNTS	ACTIVITY CENTER	NAMES AND ADDRESSES	ACCOUNT SETTINGS
MY ACCOUNTS			
Business Registration Tax	2335-2668	FAKE COMPANY DOING BUSINESS AS NAME	\$0.00
Combined Sales & Use Tax	2335-3043	FAKE COMPANY DOING BUSINESS AS NAME	\$399.49
Pass Through Entity Tax	2335-3044	FAKE COMPANY DOING BUSINESS AS NAME	\$0.00
Withholding Tax	2335-3045	FAKE COMPANY DOING BUSINESS AS NAME	\$0.00

After selecting the account, you will be on the account screen:

West Virginia State Tax Department

Menu Home » Account: 2335-3045 Log Off

FAQ Help

ACCOUNT Settings

Withholding Tax
2335-3045
FAKE COMPANY DOING BUSINESS AS NAME
Balance: \$75.00

ACCOUNT ALERTS

- Outstanding balance: \$75.00
- Return needs to be filed for 31-Dec-2016
- Return needs to be filed for 31-Mar-2017
- Return needs to be filed for 30-Jun-2017

I WANT TO

- Send a notice
- Make a payment
- Frequently asked questions

LAST 12 PERIODS ACTIVITY CENTER NAMES AND ADDRESSES LOGONS

PERIODS

PERIODS	
30-Sep-2017	\$0.00
30-Jun-2017	\$0.00
31-Mar-2017	\$0.00
31-Dec-2016	\$0.00
30-Sep-2016	\$75.00

Do you have an outstanding balance link in the ACCOUNT ALERTS selection? To pay the entire balance, you may select the Outstanding balance link.

2. Select the period end from the PERIODS list

LAST 12 PERIODS ACTIVITY CENTER NAMES AND ADDRESSES LOGONS

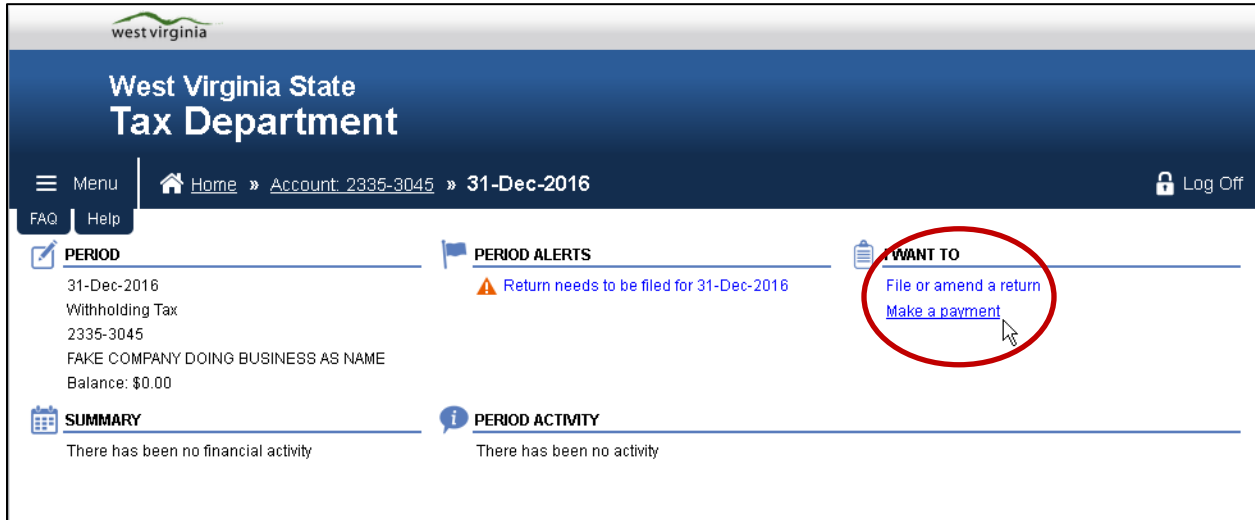
PERIODS

PERIODS	
30-Sep-2017	\$0.00
30-Jun-2017	\$0.00
31-Mar-2017	\$0.00
31-Dec-2016	\$0.00
30-Sep-2016	\$0.00

Notice the LAST 12 PERIODS tab? This tab displays the last 12 periods for the account. The exclamation icon next to the period is to draw your attention to the fact that something is needed for the period and will correspond with information in the ACCOUNT ALERTS section.

West Virginia State Tax Department

3. Select Make a payment, from the I WANT TO section of the screen:



The screenshot displays the West Virginia State Tax Department website interface. At the top, the logo and name 'West Virginia State Tax Department' are visible. Below the header, a navigation bar includes a 'Menu' button, a home icon, and the breadcrumb path 'Home » Account: 2335-3045 » 31-Dec-2016'. A 'Log Off' link is located in the top right corner. The main content area is divided into four sections: 'PERIOD' (showing 31-Dec-2016, Withholding Tax, 2335-3045, FAKE COMPANY DOING BUSINESS AS NAME, and Balance: \$0.00), 'PERIOD ALERTS' (with a warning icon and text 'Return needs to be filed for 31-Dec-2016'), 'I WANT TO' (containing links 'File or amend a return' and 'Make a payment', with the latter circled in red), and 'SUMMARY' (stating 'There has been no financial activity'). A 'PERIOD ACTIVITY' section at the bottom right also states 'There has been no activity'.

Enter or select previously saved bank account information and submit, using your password to 'sign' the payment and complete the request.

Additional information and step by step instructions for filing returns, submitting payments, maneuvering and using MyTaxes is readily available by selecting the FAQ or Help tabs, located on each screen.